



JOHN W. HICKENLOOPER
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

ENGINEERING DIVISION

Development Engineering Services
Public Works Plans Review Services
201 W Colfax Ave, Dept 202
Denver CO 80202-5330
Phone: 720.865.2782
Fax: 720.865.3281
<http://www.denvergov.org/pwprs>

Easement Relinquishment Entrance Requirements

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| Authority: | <ul style="list-style-type: none"> ➤ Revised Municipal Code, Chapter 50, Article II, Section 26; Chapter 56, Article III, Division 4, Section 111; Section 59, Division 34, Section 535.11 |
| Purpose of Permit: | <ul style="list-style-type: none"> ➤ An Easement Relinquishment is the process of relieving a parcel of land of a specific easement. This process is controlled by the City on behalf of the requestor. An easement cannot be relinquished if existing utilities still occupy said easement, unless said utilities are relocated and a new easement is granted. Easements are usually dedicated by subdivision or separate instrument. |
| Document Date: | <ul style="list-style-type: none"> ➤ August 6, 2003; Version 1.1 |
| Permit Type | <ul style="list-style-type: none"> ➤ Easement Relinquishment |
| Permit Definition: | <ul style="list-style-type: none"> ➤ An Easement Relinquishment removes the City's easement to a land parcel. An Easement Relinquishment is issued by Public Works Plans Review Services (PWPRS) to the requestor on behalf of the Manager of Public Works. |
| Customer Interface: | <ul style="list-style-type: none"> ➤ Most communication between the City and the customer will be done through the PWPRS staff. |
| Affiliated Companies, Departments & Agencies: | <ul style="list-style-type: none"> ➤ Applications will be reviewed by the following companies, agencies and departments: <ul style="list-style-type: none"> ➤ Asset Management ➤ Comcast Corporation ➤ CPD: Planning ➤ Councilperson for Permit Location ➤ Denver Water Department ➤ Fire Department ➤ Metro Wastewater Reclamation District ➤ Office of Telecommunications ➤ Public Works: DES Engineering ➤ Public Works: DES Survey ➤ Qwest Corporation ➤ Xcel Energy |
| Application: | <ul style="list-style-type: none"> ➤ The Property Owner and/or Agent for the Owner must submit an application letter to: <ul style="list-style-type: none"> Public Works Plans Review Services denver.row@ci.denver.co.us 201 W Colfax Ave, Dept 202 Denver CO 80202-5330 ➤ The application letter must include the following information: <ul style="list-style-type: none"> ➤ State the location of the specific easement being requested to be relinquished, including a reference to a Clerk and Recorder's Book and Page or Reception Number and/or a parcel description of the proposed relinquishment. ➤ An explanation of why it is necessary and possible to relinquish the easement in the public right-of-way and why the public right-of-way must be utilized to accomplish the proposed project. ➤ The initial processing fee, as detailed in the Fees section of this document. ➤ The Property Owner and Agent for the Owner's name, address, telephone number, fax number, and e-mail address. ➤ Two (2) parcel descriptions and exhibits of the easement to be relinquished, prepared by a Land Surveyor licensed in the State of Colorado. ➤ It is preferred that all application materials be sent electronically to denver.row@ci.denver.co.us. If applications are not submitted electronically, a longer review interval should be anticipated. The following electronic formats are supported: .doc, .tif, .jpg, .pdf. |

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| Approval Process: | <ul style="list-style-type: none"> ➤ PWPRS will distribute questionnaires to the reviewing entities listed in the <i>Affiliated Companies Departments & Agencies</i>. ➤ Upon return of all questionnaires, PWPRS will send to the requestor a Status Report listing objections that must be addressed: <ul style="list-style-type: none"> ➤ Customer will need to clear up <u>any</u> denials or conditions from the commenting review <i>before</i> the request is processed further. ➤ Once any conditions or problems discovered by the questionnaires have been resolved, the Request For Ordinance will be prepared. |
| Fees: | <ul style="list-style-type: none"> ➤ \$ 1,000.00 Initial Processing Fee (non-refundable) ➤ \$ 300.00 Legal Description Review Fee ➤ \$ 300.00 Ordinance Fee ➤ Checks or Money Orders must be made payable to <i>Manager of Revenue</i>. ➤ Fees are subject to change and are available on our website www.denvergov.org/pwprs |
| Document Location: | K:\PWDES\Shared\PWPRS\WEBSITE\Easement.doc |